



**Policy:** 2415  
**Procedure:** 2415.02  
**Chapter:** Infection Control  
**Rule:** Employee Tuberculosis (TB) Testing

6/29/18  
**Effective:**  
**Replaces:** N/A  
**Dated:** N/A

### Purpose:

Arizona Department of Juvenile Corrections (ADJC) is committed to providing a safe and healthful work environment for its personnel and the juveniles who have been court ordered to its care. Preventative measures have been established in accordance with the Occupational Safety and Health Administration (OSHA) standards and other applicable Federal and State requirements. One of these measures includes tuberculosis (TB) screening tests.

### Rules:

1. All **EMPLOYEES** shall be subject to an annual TB test.
  - a. **NEW EMPLOYEES** shall test within the first week of employment with the Department.
    - i. The **ACADEMY COMMANDER OR DESIGNEE** shall coordinate the TB tests at all academy sites with the Health Unit's Correctional Registered Nurse Supervisor (CRNS) or designee.
  - b. **CURRENT EMPLOYEES** shall test on an annual basis on or before their most recent TB test anniversary date.
    - i. TB test or TB test readings shall be completed during regularly scheduled work hours.
  - c. **ALL EMPLOYEES** shall test at the closest secure facility Health Unit or Central Office (CO) testing site when available;
  - d. **ALL EMPLOYEES** shall ensure the test is read 48 to 72 hours after its administration;
    - i. If an **EMPLOYEE** misses the 48 to 72 reading period, **S/HE** shall have the TB test re-administered as soon as practicable;
  - e. An **EMPLOYEE** who has been tested for TB within the past 12 months does not have to retest. **S/HE** shall provide medical documentation directly to the Human Resources Administrator or designee indicating:
    - i. Date of negative TB test; and
    - ii. Documentation from his/her health care provider stating that the employee does not have active TB.
  - f. An **EMPLOYEE** with a positive TB test shall obtain a yearly medical TB clearance document from a health care provider;
  - g. A **PREGNANT EMPLOYEE** shall obtain documentation from a health care provider stating that the employee does not have active TB.
2. **ALL SUPERVISORS** shall ensure that their employees comply with the annual TB test requirement.
  - a. **MIS** shall arrange for automatic emails to the employees and their supervisors.
    - i. A 60 day reminder email shall be sent to the employee.
    - ii. A 30 day reminder email shall be sent to the employee and the supervisor.
    - iii. A seven day email reminder shall be sent to the employee, the supervisor, and the second level supervisor.
3. The **NURSE ADMINISTRATOR OR ASSIGNED DESIGNEE** shall:
  - a. Advise secure facility Administration of the optimal times for TB test testing and reading;
  - b. Be available at Central Office quarterly
    - i. Arrange with the Communications Division for available times to be posted on the Intranet;
  - c. Obtain and sign the employee's completed Form 2415.02A Employee Tuberculin Informed Consent;
  - d. Verify the employee's identification against the employee's photo ID;

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- e. Administer the TB test on a walk-in basis or advise the employee to return later as Health Unit work load permits;
  - f. Document the administration date of the TB Test in the TB Tracking Database;
  - g. Forward the Form 2415.02A Employee Tuberculin Informed Consent to the Human Resources Administrator, or designee through the facility HR Liaison;
  - h. Read the TB test on a walk-in basis or advise the employee to return later as Health Unit workload permits.
    - i. If the test is positive, provide Form 2415.02B Employee Positive TB Compliance Form to the employee;
  - i. Enter the information of the results of the test or the re-administering the TB test into the TB Tracking Database.
4. An **EMPLOYEE** who tested positive shall:
  - a. Immediately return to his/her assigned work area and notify his/her supervisor or supervisor's designee of the positive test results;
  - b. Follow directives on Form 2415.02B Employee Positive TB Compliance Form;
  - c. Complete his/her regularly scheduled work shift;
  - d. Within 24 hours from the end of the regularly scheduled work shift, make immediate arrangements with a health care provider to obtain a TB clearance medical document;
  - e. Within 48 hours notify his/her supervisor or designee of the date and time of the scheduled appointment with his/her health care provider.
    - i. Appointments with the health care provider shall be scheduled at the earliest date possible;
    - ii. Failure to notify a supervisor within 48 hours may be cause for disciplinary action up to and including dismissal.
  - f. Remain on a leave from work status until documentation from his/her health care provider has been provided to the Human Resources Administrator or designee indicating a clearance to return to work;
  - g. Return to work immediately after the Human Resources Administrator or designee has reviewed and confirmed the TB clearance results and has notified the employee's supervisor or designee.
5. The **HUMAN RESOURCES ADMINISTRATOR OR DESIGNEE** shall verify that the employee is in a no work status until the required documentation is received.
6. The **EMPLOYEE'S SUPERVISOR** shall note Sick Leave on the employee's timesheet until the employee has been cleared for work by the Human Resources Administrator or designee.
7. The **ADJC MEDICAL DIRECTOR OR DESIGNEE** shall maintain the protocols for the TB test process and treatment for anaphylaxis.
8. The **NURSE ADMINISTRATOR OR ASSIGNED DESIGNEE** shall ensure the facilities are stocked with all medical supplies required for the administration of the TB test in accordance with medical industry practices.
9. The **HUMAN RESOURCES ADMINISTRATOR OR DESIGNEE** shall:
  - i. Maintain completed Form 2415.02A Employee Tuberculin Informed Consent in a separate confidential file;
  - ii. Maintain the TB Tracking Database;
  - iii. Prepare and forward a monthly report on all completed TB tests to the Assistant Director of Support Services.
10. The **APPROPRIATE ADMINISTRATOR** may subject an employee and/or supervisor found to be in non-compliance with this procedure to disciplinary action taken in accordance with Procedure 2003.04 Employee Misconduct.

**Signature Date**

6/27/08

**Approved by Process Owner**

Patti Cordova

Patti Cordova,  
Assistant Director of Support Services

**Effective Date**

6/29/08

**Approved by**

Michael D. Branham

Michael D. Branham, Director